

TOWN OF LYME
Select Board Meeting
March 24th, 2021
9:00 AM
Town Office Conference Room
Approved: April 8th 2021

The following people were present for part or all of the meeting: Select Board members Judith Brotman, Benjamin Kilham and David Kahn. Police Chief Shaun O'Keefe, Emergency Management Director Margaret Caudell-Sloshberg, Town Clerk Patricia Jenks, and Administrator Dina Cutting

Public: Hebe Quinton

As the Town Office is closed to the public and with the Governor's Executive orders allowing for the Board to meet online as long as the Public has telephone access, we offer the following instructions: Please call in on the US toll free conference number: Join Zoom Meeting -

877 853 5247 888 788 0099 833 548 0276 33 548 0282

Meeting ID: 986 5279 6260

Access is for voice only at this time. If you can't access the conference number please email dina@lymenh.gov. All incoming public lines will be muted with the exception of when public comments are accepted. A role call will be made to indicate public members attending via phone.

At 9:03 AM Mrs. Brotman opened the meeting. Mr. Kilham was having some technical difficulties and will join the meeting as soon as he can.

1. Mr. Kahn moved to approve the minutes from the meeting of March 11th, 2021. Mrs. Brotman seconded the motion. Voted unanimously in favor by roll call vote.
2. Mrs. Brotman moved to approve the Report of Woodcut and authorize Mrs. Cutting to sign for the Board. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
3. The Board reviewed the manifest. Mr. Kahn moved to approve the manifest. Mrs. Brotman seconded the motion. Voted unanimously in favor by roll call vote.
4. At 9:11 AM Mr. Kilham joined the meeting.
5. At 9:13 AM the Board discussed the re-opening of the Town Offices. The Board asked Mrs. Jenks her opinion on the topic. Mrs. Jenks feels her office is comfortable and almost fully vaccinated so they would be willing to do whatever the Board decides. Mrs. Cutting advised the Board that the Select Board/Planning and Zoning/Assessing side of the office building has not gotten fully vaccinated yet. Some employees have family members at home that are at high risk, so the Board needs to take that into consideration. The Board wants all employees to feel safe in the workplace.
 - Margaret Caudell-Sloshberg informed the Board that there is going to be another announcement from the Governor today. Ms. Caudell-Sloshberg suggests we tune into that and continue to track the virus statistics and possibly aim for re-opening around June 30th.

- Mrs. Brotman would like to wait for any re-opening decision until ~~for~~ all staff to get vaccinated.
 - Mr. Kilham added that he would like to see case numbers go down before we think about opening.
 - The Board is going to track what the Governor announces, allow time for staff to get vaccinated and for case numbers to go down and then return to this topic. The Board is in favor of keeping the Town Offices generally closed to the public, with the exception of some one-on-one requests, in order to limit exposure.
 - The Supervisors of the Checklist will need to get together to do state mandated paper work. The Board is in agreement that they could meet in the Town Office conference room after the staff is vaccinated and near the end of April so that the windows can be open. The Board asks that they meet on a weekend when there are few people in the building, and requests they wear masks and clean all surfaces after use.
 - Mr. Thebodo is going to check that all ventilation systems are functioning properly.
6. A check from Consolidated Communications dated ~~for~~ December 3rd, 2020 for a total of \$29,198 for payment of their 2020 tax bill was never cashed. They resent the payment along with a copy of the original check sent and then realized there were interest and fees due that had accrued. Consolidated Communications asks that the Board consider forgiving the interest and fees because of the lost check. Mr. Kilham moved to forgive the interest and fees. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
 7. The Board discussed the Pike House lease, which is up for renewal. The town rents this property out on a yearly basis. The current resident is requesting that the Board consider a four year lease, in order to allow the soon-to-be high school student to reside in the same residence for the four years of high school. Mrs. Cutting updated the Board on her recent conversation with the tenant. After explaining the situation with the municipal regulations pertaining to how multi-year contracts are approved, the tenant agreed to go forward with a one year lease. Mr. Kahn moved to approve the one year lease of the Pike House with the current tenant. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
 8. Mr. Robbins, the Planning and Zoning Administrator, provided the Board with material from LymeFiber. LymeFiber is proposing to install three distribution centers on different buildings on the common to provide free internet for people using the common. The Board is not being asked to approve this, but possibly give their support to the project. Chief O'Keefe is in support, but recognizes there may be some issues with people parking on the common to use the internet from their vehicles. Mr. Kilham moved to support the installation of LymeFiber for use on the common, while keeping Chief O'Keefe's concerns in mind. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
 9. The Board discussed meeting bi-weekly instead of weekly. The Board supports this idea, with the thought that if an extra meeting is needed it could be scheduled. The public would be notified via the Website, ListServe, and postings at the Post Office if an additional meeting were to occur. The cut off for agenda material will be 4 PM on the Friday before the meeting.

10. Mr. Kahn was curious what our ineligibility was for the Northern Borders Regional Commission Grant. Mrs. Brotman believes that Grafton County was listed in the notice as not eligible. The Board will relook at this information in order to be sure we do not miss an opportunity for grant funding.
11. At 9:57 AM Mrs. Brotman moved to go into non-public session under RSA 91-A:3 II (a) personnel. Mr. Khan seconded the motion. Voted unanimously in favor by roll call vote. Present for this nonpublic session was Mrs. Brotman, Mr. Kilham, Mr. Kahn, Police Chief O'Keefe and Mrs. Cutting.
The Board reviewed an applicant and conditional offer for the Police Department.
12. At 10:08 Mr. Kahn moved to return to public session. Mr. Kilham seconded the motion. Voted unanimously in favor by roll call vote.
13. Mrs. Brotman moved to seal the non-public minutes. Mr. Kahn seconded the motion. Voted unanimously in favor by roll call vote.
14. At 10:09 AM Mr. Kilham moved to adjourn. Mrs. Brotman seconded the motion. Voted unanimously in favor by roll call vote.

Respectfully Submitted,

Jordan Toland

*** A Checklist to Ensure Meetings Are Compliant with The Right-to-Know Law
During the State of Emergency**

As Chair of the Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the phone numbers listed on the posted agenda.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also been provided on the website of the Board at: www.lymenh.gov.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-795-4639 or email at: dina@lymenh.gov.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.